

First-Time Log on to the Loudoun County Employee Alert System (For Fire/Rescue Volunteer Members)

1. Point your web browser (Internet Explorer) to: <http://alert2.loudoun.gov>
2. Click the “New User” link on the left side of the page.

USER LOGIN

email address

password

[Lost password?](#)

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Welcome to Loudoun Employee Alert

This Roam Secure Alert Network system is administered by the Loudoun County Office of Emergency Management.

Loudoun Alert uses the Roam Secure Alert Network to immediately contact you during a major crisis or emergency. The Roam Secure Alert Network delivers important emergency alerts, notifications and updates to you on all your devices:

- e-mail account (work, home, other)
- cell phone
- text pager
- BlackBerry
- wireless PDA

When an incident or emergency occurs, authorized senders will instantly notify you using the Roam Secure Alert Network. The Roam Secure Alert Network is

3. Name and email address:

Loudoun Employee RSAN Registration		
Name	First	Last
	<input type="text" value="Bill"/>	<input type="text" value="Peters"/>
E-mail address (use this address to log in)	<input type="text" value="bill.peters@gmail.com"/> If you do not have an e-mail address, click here and you will be assigned a substitute username. Please remember this username.	

This email address will be used as your username to log into the system.


4. Mobile Devices:

Text alerts from this system can be sent to any number of email addresses, pagers and cell phones. These are all referred to as “Mobile Devices”


Mobile Device / Additional E-mail Address to Receive alerts

If you do not have a mobile device, skip this section and alerts will be sent to your e-mail address entered above. You can always add your mobile devices later.


The screenshot shows a web form for adding mobile devices. It is divided into three sections: E-mail, Cell & Smart phones (via SMS/text message), and Pagers. Each section has a dropdown menu for selecting a provider, a text input field for the device identifier (e-mail address, mobile number, or pager number), and a button labeled 'Add More'. The E-mail section also includes a 'Help' link. The Cell & Smart phones section shows icons for various mobile phones. The Pagers section shows icons for two different pager models.

E-mail  [Help](#) [Add More](#)

Select one... Enter your e-mail address

Cell & Smart phones (via SMS/text message)  [Help](#) [Add More](#)

Nextel Enter your mobile number 571 233 1162

Pagers  [Add More](#)

Select your pager company... Enter your pager number, PIN, or alias

If you have a second email address that you would like alerts sent to you can add that in the address field. You can also use the “Add More” button to add a third and fourth email address if you need.

If you want alerts sent to your cell phone as a test message you can select your cell provider and input the phone number. Keep in mind that your provider may charge you for text messages sent to your phone.

If you have a pager, select your pager provider and enter the number.

5. Account password:

You will be asked to set your password. You will use this password to update your information in the future. If your email address or pager number changes you will need to use this password, to logon to the alert system and enter your new information to continue receiving alerts. But, if you forget your password, you can use the “Send password” link on the logon screen, the system will ask for your email address and it will send you an automatically generated password.

6. **Authorization Code:**

The screenshot shows a single text input field with the placeholder text 'loudoun'. Above the field is a blue box containing the text 'Enter the authorization code' and a link 'If you are not a county employee click here'.

Enter the authorization code
If you are not a county employee click [here](#)

loudoun

This authorization code is just to ensure that you have been authorized to register on the alert system. **It is always: loudoun**

7. Department:

Select your department:

Registration Groups

- Courts
- Department of Information Technology
- Economic Development
- Extension & Continuing Education
- Family Services
- Fire Rescue & Emergency Services
- Fire Rescue Volunteer Members**
- General Registrar
- General Services
- Health Services
- Juvenile Court Service Unit
- LCPS Business Office

Continue Cancel

- If you are a county employee, select the department you work for, regardless if you are a Fire Rescue Volunteer Member. Then, be sure to follow step number 10 at the end of this document.
 - If you are not a county employee, select “Fire Rescue Volunteer Members.”
8. Page 2 of registration:

Please complete additional information below to finish registration

Enter your office phone number
(e.g. 703-7XX-XXXX)

If you have a Nextel phone, enter its direct connect ID
(e.g. xxx*xx*xxxx) - Optional

*Select your Office Building(s)
(hold 'Ctrl' to multi-select)

Please select the foreign languages you speak
(hold 'Ctrl' to multi-select)

Capital Construction (211 Gibson St.)
Courthouse (18 Market Street E)
DIT Bldg (41975 Loudoun Center Pl)
Fire/Rescue Station (Any Station)
Fire/Rescue Training Center (16600 Courage Ct)
Government Center (1 Harrison Street S.E.)
Parks, Recreation & Community Svcs Bldg (215 Depot Court)

Arabic
Chinese
French
German
Hebrew
Italian
Japanese

*required field

Finish registration

The only required field is the Office Building location. If you speak a foreign language, you could indicate that and if the county was in need of translators, they may search this data and contact you. The phone number and direct connect number asked for are not used by the alert system, they could be used by people with manager type access on this system to contact you.

9. Your Profile:

Roam Alert Secure Network >> My Loudoun Employee RSAN [Get help for this page](#) ?

User Account	
First name	Bill
Last name	Peters
Contact E-mail	bill.peters@gmail.com
Enter the authorization code If you are not a county employee click here	loudoun
Enter your office phone number (e.g. 703-700-XXXX)	
If you have a Nextel phone, enter its direct connect ID (e.g. xxx*xx*xxx) - Optional	
Select your Office Building(s) (hold 'Ctrl' to multi-select)	Fire/Rescue Station (Any Station)
Please select the foreign languages you speak (hold 'Ctrl' to multi-select)	
Edit your user information Edit Profile	
Add or delete your geographic locations Edit Locations	

Devices/E-mail Accounts Receiving Alerts		
(571)233-1162	Nextel	✓
bill.peters@gmail.com	E-mail account	✓
Send a TEST ALERT to all of your devices GO>		

Current Subscriptions / Group Memberships (What are groups?)	
Registration Groups	
Fire Rescue Volunteer Members	

From this page, and the tabs at the top, you can change anything that you entered during registration. You can also add or delete devices.

10. Subscriptions Tab:

Roam Alert Secure Network >> Subscriptions [Get help for this page](#) ?

Groups are collections of users that will receive specific alerts about a certain topic, such as Fire Department about a fire or emergency, or residents about severe weather or traffic. You may sign up for the groups listed below. You may also be placed into other groups by the system administrator. You can review all your group memberships on your [Home](#) page

Your Current Subscriptions / Group Membership Status	
Fire & Rescue	
Fire/Rescue/OEM Major Incidents	<input type="checkbox"/> add to group
Registration Groups	
Fire Rescue Volunteer Members	<input checked="" type="checkbox"/> group member

Click on the Subscriptions tab and make sure that you are a member of the “Fire Rescue Volunteer Members” Group.